

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD

ANNUAL MEETING MINUTES

Housing Authority Office

September 26, 2016

9:30 a.m.

Attendance: Mr. Long, Chairman; Mr. Simonsen, Vice Chairman; Mr. Eddy, Secretary and Treasurer; Ms. Hall, Assistant Treasurer; Ms. Fields, Executive Director; Hannah Rudd, Development Coordinator

The meeting was called to order at 9:45 a.m. by the Chairman.

ELECTION OF OFFICERS

A motion was made by Ms. Hall and seconded by Mr. Simonsen to re-elect the current slate of officers to their positions. Motion approved unanimously.

MINUTES

The Chairman declared, without objection, the acceptance of the minutes of the August 25, 2016 Regular Meeting.

COMMENTS FROM THE PUBLIC

None

COMMUNICATIONS

None

REPORTS OF THE DIRECTOR

Bills

A motion was made by Mr. Simonsen and seconded by Ms. Hall to approve the August bills. Motion approved unanimously.

Financial Reports –A (General)

A motion was made by Mr. Simonsen and seconded by Ms. Hall to approve the July Financials. Motion approved unanimously.

Financial Report-B (Section 8 Statistical Report)

A motion was made by Mr. Simonsen and seconded by Ms. Hall to approve the August Section 8 Statistical Report. Motion approved unanimously.

REPORT FROM TENANT REPRESENTATIVE

General Reports - Mr. Eddy reported that Wrights Village had what has become an annual picnic last week with about 20 people attending. It was a potluck affair with the Housing Authority providing hotdogs and hamburgers. The Resident Service Coordinator coordinated the picnic with the help of other tenants. Everyone seemed to enjoy themselves.

COMMENTS FROM COMMISSIONERS

Mr. Eddy proposed and it was agreed by consensus that Hannah Rudd should be designated the Housing Authority's liaison at the Mansfield Nonprofit Housing Development Corporation meetings.

COMMITTEE REPORTS

None

UNFINISHED BUSINESS

Commissioner Vacancy

Ms. Fields has posted the Tenant Commissioner position which starts the process of replacing the filling of the vacancy.

Housing Trust

Ms. Fields and Ms. Rudd met with the Town to further discuss setting up a Housing Trust. A meeting is being set with Barbara McGrath to discuss moving forward with legal documentation. Ms. Rudd will be soliciting bylaws from other trusts in Connecticut to help create bylaws for a Town trust.

Rent Increase Resolution

Ms. Fields reported that no one attended the rent increase meetings on September 23, 2016. No written objections or phone calls with objections were received by the Housing Authority.

RESOLUTION

WHEREAS, it is necessary that the Housing Authority of the Town of Mansfield to increase the base rent at Holinko Estates and Wright's Village to meet increased costs of management and capital needs of the property,

THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE TOWN OF MANSFIELD THAT:

The Base Rent at Holinko Estates will be increased, effective May 1, 2017, as follows:

- a. Two Bedroom Flats from \$580 to \$590 per month.*
- b. Two Bedroom Townhouse from \$610 to \$620 per month.*
- c. Three Bedroom Flats from \$645 to \$655 per month.*
- d. Three Bedroom Townhouse from \$675 to \$685 per month.*
- e. Four Bedroom Townhouse from \$745 to \$755 per month.*

The Base Rent at Wright's Village will be increased, effective January 1, 2017, as follows:

- a. Small One Bedroom from \$315 to \$325 per month.*
- b. Large One Bedroom from \$325 to \$335 per month.*

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to approve the above Resolution. Motion approved unanimously.

Budgets/Reviews

Ms. Fields provided the Board members with her evaluation of the Team's progress for 2015-2016, a summary review of each Team member and goals for 2017.

A motion was made by Ms. Hall and seconded by Mr. Eddy to approve the budgets for Holinko Estates, Wright's Village, and Section 8 as presented. Motion approved unanimously.

NEW BUSINESS

Section 8 Payment Standards effective December 1, 2016

Ms. Fields stated that the HUD payment standards increased for Mansfield Coventry and Willington and decreased for Chaplin and Ashford with the exception of the studio and one bedroom. Ms. Fields proposed the following payment standards be approved effective December 1, 2016. The Mansfield payment standard reflects HUD's new higher numbers. The Ashford payment standard reflects what was used last year with the exception of the studio and one bedroom which are HUD's new higher numbers. The remaining numbers for Ashford will remain unchanged for those numbers used last year.

Unit Size	Mansfield/Coventry/Willington	Ashford/Chaplin
Studio	782	665
1 BD	971	725
2 BD	1,212	953
3 BD	1,516	1,187
4 BD	1,707	1,329
5 BD	1,963	1,528

A motion was made by Mr. Simonsen and seconded by Ms. Hall to approve the 2017 payment standard, effective December 1, 2016, as set forth above. Motion approved unanimously.

Wrights Village – Tree Removal

A tree came down in a storm at the back of the property and had to be removed along with the remaining part of the tree that was still standing. The cost was \$1200.

Landlord Registration

The Housing Authority is exempt from the Housing Code, but was not specifically exempted from the landlord registration and the filing of a parking plan for single family units. Ms. Fields will file the landlord registration and the parking plan. The cost is \$25 for the landlord registration. Ms. Fields suggested that at some point in the future, the Housing Authority may want to approach the Town to make the changes to these codes to exempt the Housing Authority as was the original intent.

Revision to Budgeted Expenses

Mr. Eddy proposed and by consensus, it was agreed that the total accumulation of unbudgeted expenses be kept as a running account on the financial statements.

MEETING DATE REVIEW

The next Regular Meeting is October 20, 2016 at 9:30 a.m.

OTHER BUSINESS**Executive Session**

Ms. Fields asked the Chairman to request a vote to go into Executive Session in order to discuss a litigation matter which contains privileged information. The Chairman requested a motion be made.

A motion was made by Mr. Eddy and seconded by Ms. Hall to go into Executive Session at 10:47 a.m. and to invite Ms. Fields, Ms. Rudd and Ms. Ward.

The Board came out of Executive Session at 11:35 a.m.

ADJOURNMENT

The Chairman declared the meeting adjourned at 11:36 a.m. without objection.

Dexter Eddy, Secretary

Approved:

Richard Long, Chairman